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*Training*

JOB NO. \_\_\_\_\_ BOX NO. \_\_\_\_\_ FLD NO. \_\_\_\_\_ DOC. NO. 3 NO CHAN  
IN CLASS/ DECLASS/ CLASS CHANGED TO: TS S C RET. JUST 22  
NEXT REV DATE 9 REV DATE 9-2-79 REVIEWER 235932 TYPE DOC. 02  
NO. PGS / CREATION DATE \_\_\_\_\_ ORG COMP \_\_\_\_\_ OPI \_\_\_\_\_ ORG CLASS S  
REV CLASS C REV COORD. \_\_\_\_\_ AUTH: HR 70-3

16 January 1957

MEMORANDUM FOR: Colonel White

THROUGH : Mr. Lloyd

1. This memorandum is in response to yours of 24 November 1956.  
(Attached)

2. I have requested Office of Personnel to send me a copy of the training standards they are developing for Personnel Officers. (See paragraph 2) According to most recent advice, I will have this by 18 January. Insofar as the matter of "formalizing" its various on-the-job training courses, the Office of Personnel has been the least responsive of all Support elements. You may recall that [redacted] provides criteria for on-the-job training and requires that such courses be approved by the Director of Training pre-requisite to their being "accredited" for purposes of the 5% policy. A principal reason for the slowness with which Personnel has moved on this matter is, no doubt, the fact that it has changed Training Officers three times since last September. In addition, the Training Officer has had principal duties in support of the Personnel Career Service Board and these have tended to usurp his time. The current Training Officer, [redacted] is a former JOT DD/P, spent a tour of duty abroad, and whom, I believe, had never been assigned to the Personnel Office before November. Obviously, he himself has much to learn.

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3. I have asked Mr. [redacted] to look into the matter of utilizing the administrative set-up at [redacted] for the purpose of accomplishing on-the-job training of Personnel Officers in a simulated field situation. The initial reaction of the Personnel Office to this is not enthusiastic, but I intend to follow up. Logistics has found a similar undertaking very worthwhile during the past several years. Also, [redacted] who in October became the first full-time Training Officer for Ed Saunders, at my suggestion, has worked out a similar program for Field Finance Officers. Although we have no experience in this one yet, Office of the Comptroller expects it to be a valuable portion of their total training for Finance Officers.

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SA/DDS/JER:ep

Distribution:

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DD/S 57-112 - Memo for DD/S fr D/Pers dtd 1/11/57 "Report of Training Accomplished During First Quarter, FY 1957"

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